
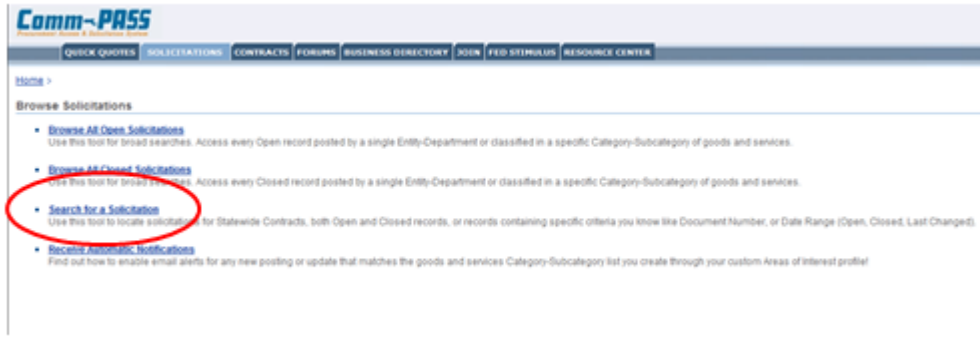
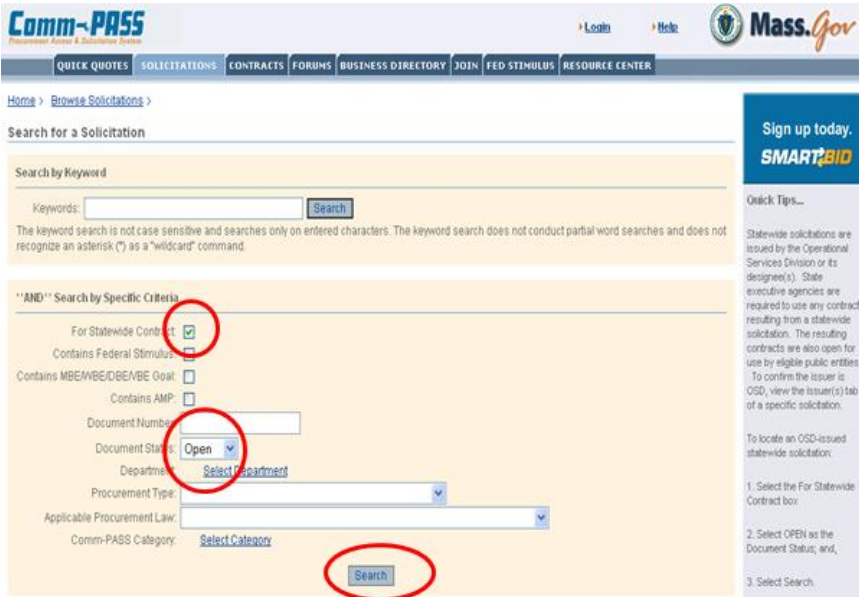
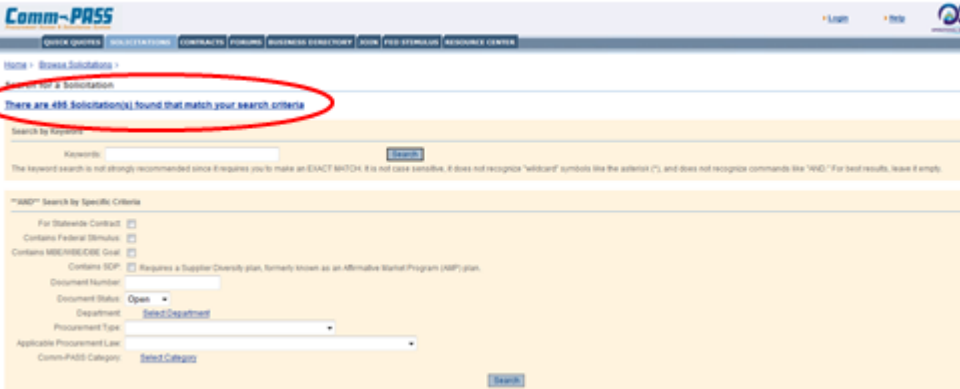


Job Aid: How to Search for an Open Statewide Solicitation

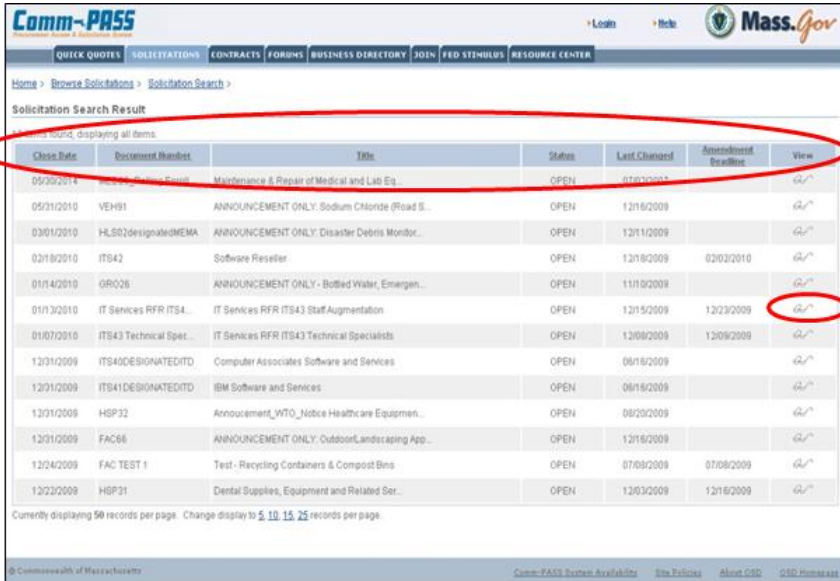
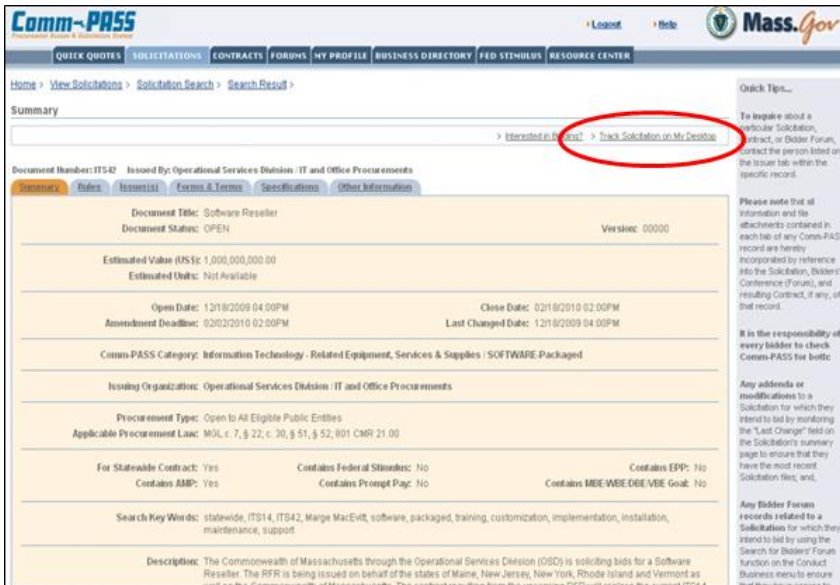
Please Note: You do not have to be logged in to perform this task. You do have to be logged in to Track an Open Solicitation on your Comm-PASS desktop.

Step	Screenshot	Directions
1		Select the Solicitations tab.
2		Select the Search for a Solicitation link.

Job Aid: How to Search for an Open Statewide Solicitation

Step	Screenshot	Directions
3		<p>Select the Statewide Contract indicator.</p> <p>Select Open in the dropdown menu for Document Status.</p> <p>Select the Search button.</p>
4		<p>Select the search results hyperlink that appears at the top of the page.</p>

Job Aid: How to Search for an Open Statewide Solicitation

Step	Screenshot	Directions
5		<p>The column headers allow you to sort the solicitation records.</p> <p>Select the Eyeglass icon to view a specific Solicitation record.</p> <p>Note: Pay attention to Amendment Deadline Dates and Close Dates, as they will help you to adhere to timelines.</p>
6		<p>You can track any Open Solicitation on your Desktop when you are logged in by selecting the Track Solicitation on My Desktop link.</p>